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28 JUL 1961

MEMORANDUM FOR: Chief, Personnel Operations Division

FROM : Chief, Qualifications Analysis Branch

SUBJECT : Qualifications Analysis Branch - Annual
Report of Accomplishments, Fiscal Year
1961; Plans and Objectives, Fiscal Year
1962.

Statement of Accomplishments, Fiscal Year 1961:

1. During the Fiscal Year 1961, work continued on the development of the new Classification Coding System to be used in recording occupational data on applicants and employees in the RCA 501. The new Classification Coding System will be made compatible with the systems used by the Office of Training and the Records Services Division of the Office of Personnel in order that the Agency's new RCA 501 will print out Biographic Profiles in clear text. The application of the new system is awaiting coordination with Records Management people. It is anticipated that minor changes will have to be made. The development of a new Personal History Supplement and new Biographic Profile form will expedite the coding process under the new classification system.

25X9A2 2. During the reporting period, Qualifications Analysis Branch prepared [REDACTED] initial Biographic Profiles on Staff Employees - an increase in production of 78.6% over the previous Fiscal Year. Also, 25X9A2 [REDACTED] Biographic Profiles previously prepared were brought up to date. The increase in production resulted from new techniques developed and applied by the Branch during the last six months of the Fiscal Year. A total of 229,050 copies of profiles was furnished on 25X9A2 [REDACTED] employees as a result of specific requests from manpower planners.

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3. The Branch has completed the preparation of Biographic Profiles on approximately 80% of the employees in grades GS-7 thru GS-10.

Plans and Objectives for Fiscal Year 1962:

1. During this period Branch efforts will be concentrated on the coding and recording of applicant and employee qualifications in the RCA 501.

2. Branch efforts will be focused also on initiating an approved new procedure for the filing of master copies of Profiles and Fitness Reports in the Official Personnel Folders of Agency employees occupying positions in grades GS-7 thru GS-18. These copies are currently being maintained in Qualifications Analysis Branch files. This new procedure will entail the reproduction of Agency employees' photographs as an addition to information contained in Part II of the Biographic Profile.

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Chief, Qualifications Analysis Branch